



Human Resources

DATE POSTED: December 5, 2008

REQ. # 08-068

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **12-05-2008 TO 12-18-2008**,
but will remain open until filled.

DEPARTMENT/DIVISION
ADMINISTRATION-MEDIA

POSITION AVAILABLE
MEDIA SPECIALIST ASSISTANT

OF OPENINGS
1

STARTING SALARY
\$16.75

COMMENTS
DRIVING POSITION

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 594
PAY GRADE: 18
SALARY: \$16.75 - \$26.89
MEDIA SPECIALIST ASSISTANT

MAJOR FUNCTION: Skilled technical work in managing audio, video, multimedia production print media and editing. Work involves installation, operation and maintenance of broadcast, A/V and multimedia applications and equipment. Trains, consults, and supports, departments on video and/or media usage and production. Position requires some independent judgment and initiative. Work is reviewed through observation, conferences and results achieved.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS OF THE POSITION:

Knowledge: Knowledge of audio and video equipment operation. Knowledge of basic video equipment maintenance and repair. Knowledge of the principles, practices and techniques of cable television production. Knowledge of F.C.C. regulations concerning microwave transmissions. Knowledge of technical specifications for cable television systems and related broadcasting equipment.

Abilities: Ability to determine and meet client's needs. Ability to troubleshoot and repair minor equipment problems. Ability to communicate effectively, both orally and in writing. Ability to produce and direct productions as well as script writing. Ability to operate D.O.S., Windows and Sun Solaris compatible software. Ability to organize and maintain F.C.C. operation and maintenance logs for microwave transmitter. Ability to establish and maintain effective working relationships with the public and fellow employees.

Essential Job Function: Direct and operate single or multi-camera/multi-media production systems and operate a variety of A/V equipment. Install and maintain television production equipment. Repair electronic equipment for transmission of signals over the airwaves. Manage equipment scheduling logistics and select appropriate equipment to be used as needs or assignments dictate. Edit productions. Perform preventative maintenance and minor field repair on A/V and video production equipment. Integrate A/V presentation and television productions with the County computer network. Produce and direct field and studio assignments. Ensure St. Lucie County is in compliance with the Federal Communications Commission's rules and regulations. Performs related work as required. Script writing and writing of Press Releases.

ESSENTIAL PHYSICAL SKILLS: Good vision and hearing with or without correction. Ability to lift and move A/V equipment.

WORK HAZARDS: Working with electrical equipment.

EDUCATION: Bachelor's Degree in Mass Communication or a closely related field and four (4) years experience producing television or video programs.

EXPERIENCE: Two years supplemental training is preferred. Experience managing a video production facility is strongly preferred. A comparable amount of training or experience may be substituted for the minimum qualifications. Experience using Adobe Premiere Pro Non-Linear editing software, Adobe PhotoShop CS, Adobe Illustrator 10, Adobe AfterEffects Pro, Video Toaster 3, Titlemotion Pro and Title Deko. or other related Editing software. Studio Camera Operation as well as field camera. Script writing.

LICENSE, CERTIFICATION OR REGISTRATION: Possession of an F.C.C. general class license. Possession of a Florida driver's license and a good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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